

MISSOURI DEPARTMENT OF TRANSPORTATION INFORMAL QUOTE GUIDELINES AND DOCUMENTATION FOR PURCHASES \$3,000 TO \$24,999.99 THIS IS NOT AN ORDER

REQUEST FOR INFORMAL QUOTATION

Please quote the lowest prices covering material specified and provide all information requested.

TODAY'S DATE:	09/11/2012	QUOTE DUE BY:	09/21/2012 ву 1:00 Р.М.	F.O.B. REQUIREM ENTS:	Buffalo Mo	
TIME REQUIRED FOR DELIVERY:	Ост 21, 2012	QUOTATION SW-13-013CS		Buyer Name	Chris Stephens 417-895-7811	
TO BE DELIVERED NO LATER THAN	Ост 21, 2012	No:		/TELEPHON E NUMBER:	Fax 417-895-6704	
District Mailing Address/Facsimile #:	Missouri Department of Transportation 3025 E. Kearney Springfield, MO 65803		Delivery Locations:	Buffalo MoDOT 1732 North. Ash Street Buffalo, MO 65622		

Asphalt Pad for Buffalo Salt Storage Tent

MoDOT is looking for qualified Asphalt Suppliers to supply all materials and lay an Asphalt Pad at the Buffalo MoDOT location. The Asphalt pad will be 8" thick and will be 80' by 120' dimensions. The Asphalt Contractor is required to use MoDOT Type 401 Bituminous and MoDOT Type BP-1 Surface Course Hot. The Contractor is responsible for a complete evaluation and cost of all required

tasks/labor identified as the Contractor's responsibility below.

Line Item	Location	DESCRIPTION Asphalt Pad for Buffalo Salt Tent	UNIT COST	EXTENDED COST
		•		
001		Asphalt Paving 8"; 80' x 120' dimensions	Cost	
		Furnish and place 6" of MODOT Type 401	\$SY	
	Dallas	Bituminous Base (Square Yard)	Qty	\$
Project	County			
Details	Buffalo MO	Furnish and place 2" of MoDOT Type 401	Cost	
		BP-1 Surface Course Hot. (Square Yard)	\$SY	
			Qty	\$
		Project to Start after Sept 21, 2012 and be completed by Oct 21, 2012.		
		NOTE: MoDOT desires to have this		
		completed as soon as possible so any dates that can be moved up will be appreciated.		
		TOTAL COST		\$

			Pads final layout will consist of: 4" Type 5 Aggregate by MoDOT			
			6" Bit Base			
			2" Bit Pavement			
			Asphalt material shall comply with the			
			quality and gradation requirements of the			
			Missouri Standard Specifications for			
			Highway Construction 2004 Pad Site will be level and graded by			
			MoDOT to 10" below finish floor elevation.			
			4" Thick Type 5 Aggregate Base to be installed by MoDOT			
			All Compaction will be done by MoDOT.			
			Leveling and preparation work to be done by MoDOT.			
			Please include all associated costs. (i.e.			
			equipment, labor, permits, mobilization			
			fees, etc.) Environmental fees, traveling fees, fuel surcharges and/or any other			
			miscellaneous charges WILL NOT be			
			accepted on any invoice. All fees must be			
			included in your quoted price submitted.			
			Insurance Liability is required and shall			
			accompany your quote response.			
			Please fax quote back to Attn: Chris Stephens 417-895-6704 or email			
			Christina.Stephens@modot.mo.gov			
	f ch	ecked. the	following item is a provision of this quotation.			
			on is accepted, the quoting firm will be requ	uired to	o comply w	ith the prevailing
			ed by the Missouri Department of Labor an			
			and type of workmen. The current Genera			
at any District Headquarters Office or at the Headquarters Office in Jefferson City.						
Company Name:						
All reamonage to this Deguest for an Informal Occatation MICT has accommitted any this						
All responses to this Request for an Informal Quotation MUST be submitted on this form and all pages MUST be returned to the Buyer listed above at the District mailing address shown. See attached for conditions and instructions.						
VENDOR NOTES						

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

Vendor Name/Mailing Address:	Vendor Contact Information (including area codes):			
	Phone #:			
	Cellular #:			
Email Address:	Fax #:			
Printed Name of Responsible Officer or Employee:	Signature:			
For Corporations - State in which incorporated:	For Others - State of domicile:			
If the address listed in the Vendor Name/Mailing Address block about Missouri offices or places of business:	ove is not located in the State of Missouri, list the address of			
If additional space is required, please attach an additional sheet and ide	entify it as Addresses of Missouri Offices or Places of Business.			
M/WBE INFORMATION: List all certified Minority or Women Busin Include percentages for subcontractors and identify the M/WBE cer				
M/WBE Name Percentage of				
If additional space is required, please attach an additional sheet and ide				
	Certification cable information requested below			
GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA	·			
which the bidder proposes to supply to the MHTC are not manufac	tured or produced in the "United States", or imported in			
accordance with a qualifying treaty, law, agreement, or regulation, lunited States where each good or product is manufactured or product				
Item (or item number) Location Where Item is Manufactured or Produced				
	Liberti in Landon Dankara and Manatana dan Dankara			
If additional space is required, please attach an additional sheet and ISSOURI SERVICE-DISABLED VETERAN BUSINESS: Please co				
requested if preference is applicable. See below definitions for qual	lification criteria:			
Service-Disabled Veteran is defined as any individual who is disal the administration of veterans' affairs.	bled as certified by the appropriate federal agency responsible for			
Service-Disabled Veteran Business is defined as a business con				
 a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and 				
b. The management and daily business operations of which	are controlled by one or more service-disabled veterans.			
Veteran Information	Business Information			
Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name			
Gervice-Disabled veteral 5 Marile (Flease Fillit)	Service-Disabled Veterall Dusiness Ivalle			
_				
Comitive Directly 177 (see al. Ci.	Missouri Address (CO. 1) Pi 11 11/11			
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business			

SPECIAL TERMS AND CONDITIONS

Contractor will be required to meet prevailing wage requirements as specified by the Missouri Department of Labor and Industrial Relations, meet minimum liability insurance requirements required by MoDOT, and provide proof of using eligible workers.

INSURANCE / CERTIFICATE OF INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operation under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is greater and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. Unless otherwise specified, **insurance limits shall be as follows:**

- 1) Workmen's Compensation: Full coverage, including "Occupational Disease Act" requirements.
- 2) Public **Liability** (includes property damage and personal injury)
- a) Not less than \$500,000 each individual per accident or occurrence.
- b) Not less than \$1,000,000 each accident or occurrence.
- 3) Special Hazard Insurance: As required.

The Bidder will need to provide, <u>included with the response to this Request For Bid</u>, a copy of his/her Certificate of Insurance showing coverage, in the amounts required above, prior to the issuance of any contract or initial purchase order by the Missouri Department of Transportation (MoDOT). MoDOT reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Bidder's inability to provide this documentation will result in his/her bid being rejected. MoDOT shall be listed as a "Certificate Holder" on the Certificate of Insurance with the following mailing address:

Missouri Department of Transportation – Southwest District General Services (Procurement) Division 3025 E. Kearney

Springfield, MO 65803

CERTIFICATE OF GOOD STANDING

Contractors with a Missouri presence must be registered with the Missouri Secretary of State. Sole Proprietors or Partnerships are excluded from this requirement; all other business entities must comply. This is requested with your bid response, but <u>required</u> prior to issuance of a purchase order and/or notice to proceed; all contractors must submit a copy of their current Authority to Do Business Certificate issued from the Missouri Office of the Secretary of State. You may contact Missouri Office of the Secretary of State at http://www.sos.mo.gov or (573) 751-4153.

VENDOR "NO TAX DUE"

Contractors must submit a copy of their "Vendor No Tax Due" letter. Prior to MoDOT issuance of a purchase order and/or notice to proceed, contractors must provide verification of either being registered to collect sales and/or use tax in Missouri, or not making retail sales of tangible personal property or providing taxable services in Missouri. Contractors must verify such by submitting an official "Vendor No Tax Due" letter issued by the Missouri Department of Revenue. The Missouri Department of Revenue will issue the "Vendor No Tax Due" letter if you are properly registered to collect and have properly remitted sales and/or use tax, or if it determines you are not making retail sales in Missouri. You may obtain a "Vendor No Tax Due" letter by contacting the Missouri Department of Revenue. Information regarding House Bill 600, Section 34.040.6 RSMo, is available on the Department of Revenue's website at: http://www.dor.mo.gov/tax/business/sales/hb600.htm.

FEDERAL WORK AUTHORIZATION PROGRAM

Pursuant to 285.530 RSMo, the bidder/offeror must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- submitting a completed, notarized copy of EXHIBIT <u>A</u>, AFFIDAVIT OF WORK AUTHORIZATION and
- providing documentation affirming the bidder's/offeror's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm. The E-Verify will be required by the winning contractor only. Exhibit A will be required by all bidding contractors.

EXHIBIT A

WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL MHTC/MODOT CONTRACT AGREEMENTS IN EXCESS OF \$5,000

(for joint ventures, a separate affidavit is required for each business entity)

STATE OF)	
COUNTY OF) ss	
•	, 20, before me appeared o me or proved to me on the basis of satisfactory evidence to
be a person whose name is subscribed to this affidavit, who be	-
My name is	_, and I am of sound mind, capable of making this affidavit,
and personally certify the facts herein stated, as required by S	Section 285.530, RSMo, to enter into any contract agreement
with the state to perform any job, task, employment, labor, pe	rsonal services, or any other activity for which compensation
is provided, expected, or due, including but not limited to all a	ctivities conducted by business entities:
I am the of	, and I am duly authorized, directed, and/or iness entity.
	d business entity is enrolled in a federal work authorization
program operated by the United States Department of Homela	and Security to verify information of newly hired employees,
and the aforementioned business entity shall participate in	n said program with respect to all employees working in
connection to work under the within state contract agreement	with the Missouri Highways and Transportation Commission
(MHTC). I have attached documentation to this affidavit	to evidence enrollment/participation by the aforementioned
business entity in a federal work authorization program, as req	uired by Section 285.530, RSMo.
In addition, I hereby affirm and warrant that the afor	rementioned business entity does not and shall not knowingly
employ, in connection to work under the within state contra	ct agreement with MHTC, any alien who does not have the
legal right or authorization under federal law to work in the Un	nited States, as defined in 8 U.S.C. § 1324a(h)(3).
I am aware and recognize that, unless certain contra	act and affidavit conditions are satisfied pursuant to Section
285.530, RSMo, the aforementioned business entity may be he	eld liable under Sections 285.525 though 285.550, RSMo, for
subcontractors that knowingly employ or continue to employ a	any unauthorized alien to work within the state of Missouri.
I acknowledge that I am signing this affidavit as a free	ee act and deed of the aforementioned business entity and not
under duress.	
	Affiant Signature
Subscribed and sworn to before me this day of	of, 20
My commission expires:	Notary Public

SIGNATURE AND IDENTITY OF BIDDER

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under a fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a

() sole individual	() partnership	() joint venture
() corporation, incorporated under laws of	state of	
Dated		
Name of individual, all partners, or joint ventures:	Address of each:	
doing business under the name of:		
	Address of principal pla	ace of business in Missouri
(If using a fictitious name, show this name above in addition to legal names)	_	
(If a corporation, show its name above)	-	
ATTEST: (SEAL)		
Secretary	Title	

(NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and REGISTRATION OF FICTITIOUS NAME filed with the Secretary of

State, as required by Sections 417.200 to 417.230, RS Mo. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Missouri Highways and Transportation Commission, as required by the Standard specifications, Sec 102.6.6 and 102.6.7.

STANDARD SOLICITATION PROVISIONS

a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri

Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.

b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, et seq.); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, et seq).
- b. <u>Sanctions for Noncompliance:</u> In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
- i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
- ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder upon request if applicable.

Liquidated Damages

- a. In the event the successful Contractor fails to deliver the material within the time specified, the Department and the public will sustain damages because of such delay in delivery, the exact extent of which would be difficult to ascertain, and in order to liquidate such damage in advance it is agreed that the **sum of per day, per item,** for each assessable calendar day on which the delivery has not been completed, is reasonable and the best estimate which the parties can arrive at as liquidated damages, and it is therefore agreed that said amount will be withheld from payments due the Contractor or otherwise collected from the Contractor as liquidated damages.
- b. Saturdays, Sundays, holidays and days whereas the Department has suspended work shall not be assessable days.

Preferences

- a. By virtue of statutory authority, RSMo. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- 1) If attached, the document entitled "PREFERENCE IN PURCHASING PRODUCTS" should be completed and returned with the solicitation documents.
- 2) If attached, the document entitled "MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT" should be completed and returned with the solicitation documents. Applies if bid is Twenty-Five Thousand Dollars (\$25,000.00) or more.
- b. By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable. 1) If attached, the document entitled "MISSOURI SERVICE-DISABLED VETERAN PREFERENCE" should be completed and returned with the solicitation documents.

Prevailing Wage

- a. The work to be performed under this solicitation is governed by the provisions of Chapter 290 RSMo, as amended, related to prevailing wages to be paid on public works.
- b. If the bid/quote is accepted, the vendor will be required to comply with the prevailing wages as fixed by the Missouri Department of Labor and Industrial Relations, in effect as of the date of the issuance of the solicitation, for each affected craft and type of workmen in the following county(ies): DALLAS, Annual Wage Order #19, attached to the bid documents. Pursuant to the requirements of the Chapter 290 RSMo., not less than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under the contract, must be paid to all workers performing work under the contract.
- c. The Contractor shall provide all information, reports and other documentation as required by MHTC to ensure compliance with Chapter 290 RSMo., as amended, relating to prevailing wages to be paid on public works.
 - d. The Contractor shall forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor.

<u>Award</u>

a. This contract will be award on a "all or nothing" basis